

**Audit Committee
Meeting Minutes
December 7, 2004**

**Kiva Conference Room, City Hall
3939 North Drinkwater Boulevard
Scottsdale, AZ 85251**

Members Present: Councilman Ecton
Councilman Lane
Councilman Littlefield

City Staff Present: Cheryl Barcala, City Auditor
Gail Crawford, Internal Auditor
Brent Stockwell, Assistant to the Mayor and Council

The meeting was called to order at 3:15 p.m.

Minutes of the March 2, 2004, Audit Committee Meeting were approved.

General Business:

Item 1 – Councilman Lane was appointed Audit Committee Chair.

Item 2a – Ms. Barcala provided a brief history of the Audit Committee and a copy of the Ordinance relating to the City Auditor Office was provided.

Item 2b – According to Ordinance, the role of the Audit Committee is to serve as the reviewer of the Audit Plan and forward it to Council for recommendation and approval. The Audit Committee has the purview of modifying the Audit Plan during the year. The Audit Committee also provides assistance if issues between the City Auditor and City Manager or other auditees need to be resolved. Discussion of whether the Audit Committee could review draft reports and if they would remain nonpublic documents if brought to the Audit Committee for review. Discussion on the formation of an Audit Plan (i.e., input and review). Ms. Barcala was directed to explore, with the City Attorney, the issue of presenting a draft report to the Audit Committee. It was decided to release final reports to the full Council and Audit Committee. The Audit Committee will call a special meeting when a report is to be issued for review and clarification.

Item 2c – Audit Committee meetings will be scheduled quarterly every fourth Wednesday of each month at 3 p.m. except in December because of the holidays (March 23, June 22, September 28, December 14).

Item 3a – Discussion of the Police Property Room Audit and follow up of recommendations. Ms. Barcala was directed to provide a discussion of priorities of the recommendations within the next seven days.

Item 3b – Councilman Ecton provided a list of suggestions regarding audit report format/presentation and requested the Audit Committee discuss it at the next meeting.

Item 4ai – Audit of Safety Programs – Management has requested an extension of the 30-day response timeframe, which would be January 6, 2005. The Audit Committee directed Ms. Barcala to extend Risk Management's time and to let the Audit Committee know Risk's preference at the next Audit Committee Meeting. Ms. Barcala was directed to include approval of extensions on the next agenda.

Item 4aii – Immigration Reform and Control Compliance Act Audit - Management responses are due on December 22, 2004.

Items 4b – 7 will be reagendaized along with Item 2b, 3b, and extension approvals at an Audit Committee Meeting on Friday, December 10, 2004.

Public Comments – None.

Committee Comments – None.

Meeting adjourned at 5:08 p.m.

Respectfully submitted,

Gail Crawford

Approved as to form by the Audit Committee on December 10, 2004.

